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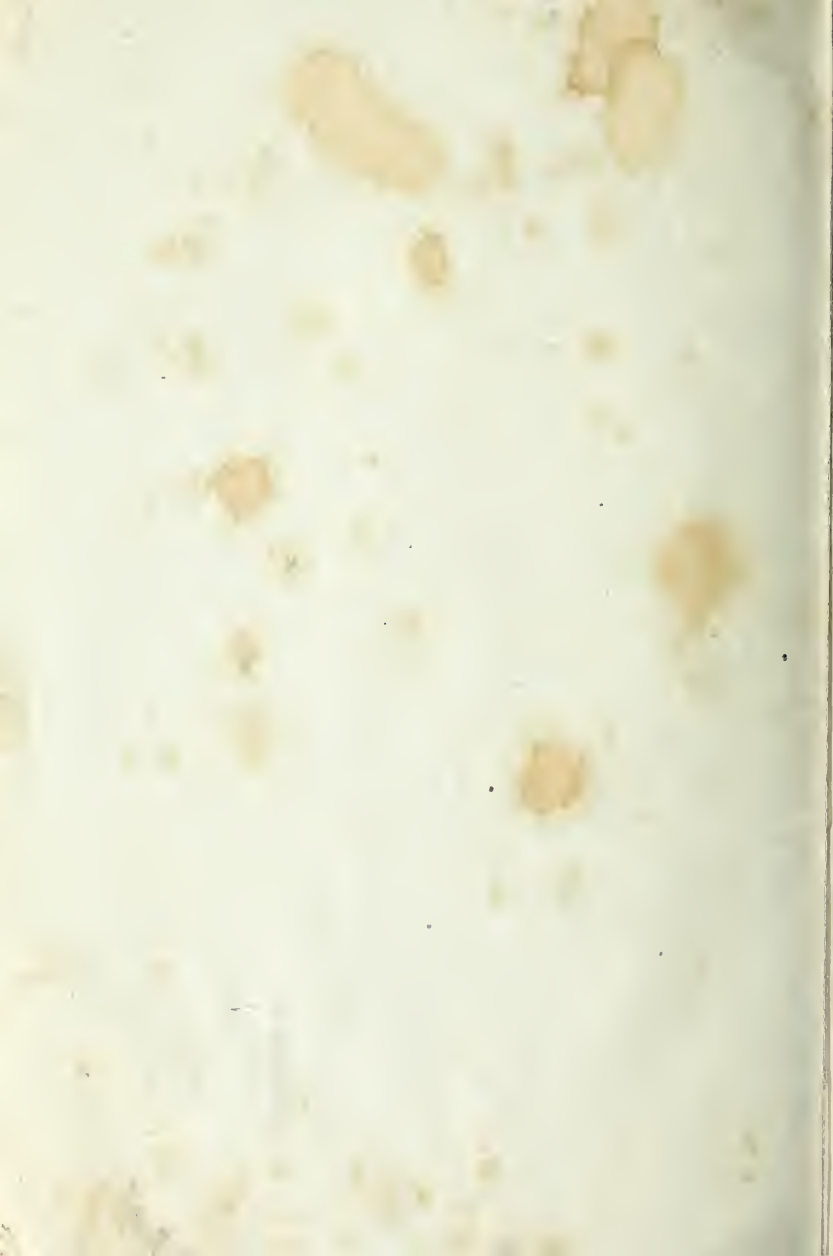
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BY-LAWS

STATE SCHOOL FOR THE BLIND AND THE DEAF

ADOPTED MAY 8, 1905



BY-LAWS

OF THE

STATE SCHOOL

FOR THE

BLIND AND THE DEAF

ADOPTED BY THE

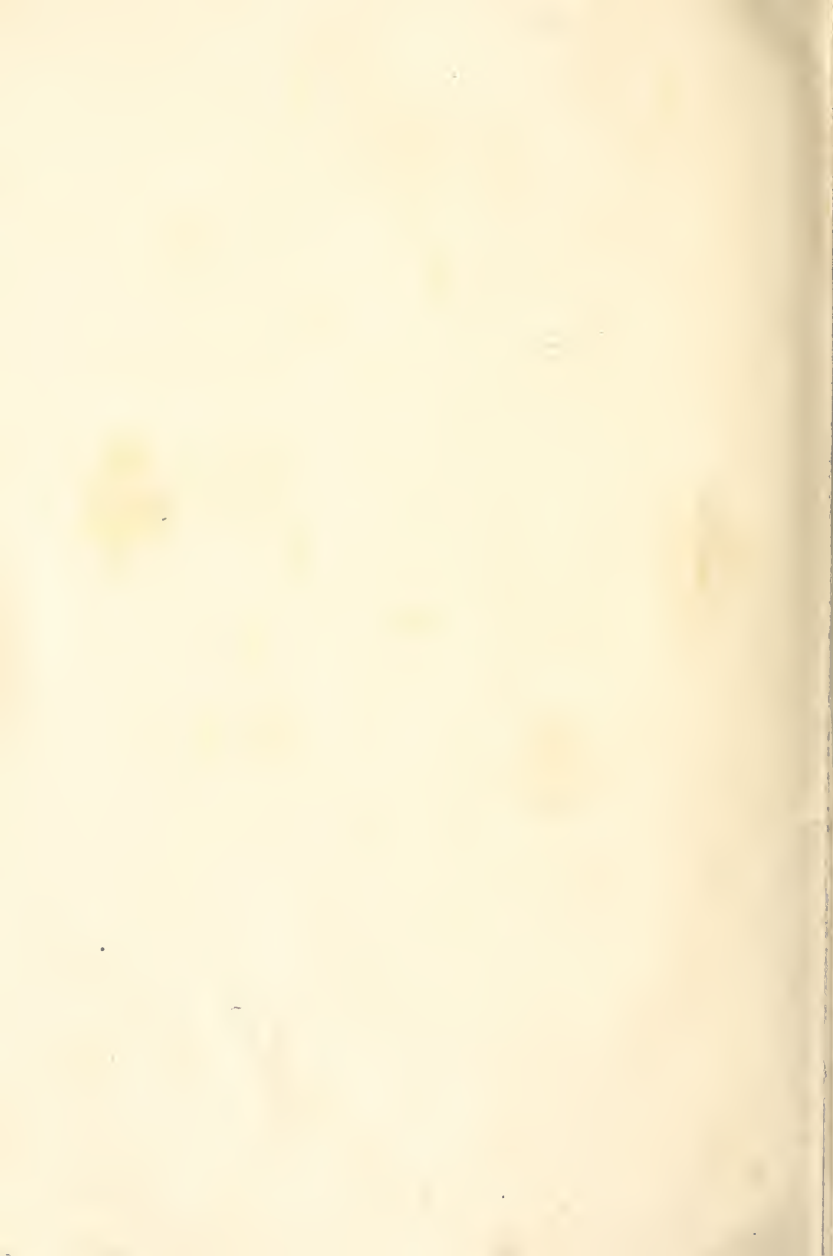
BOARD OF DIRECTORS

MAY 8, 1905

RALEIGH

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1905



REVISED BY-LAWS
OF THE
STATE SCHOOL FOR THE BLIND AND THE DEAF

ADOPTED BY THE
BOARD OF DIRECTORS

MAY 8, 1905

In conformity with an act of the Legislature establishing said School and providing for the management of the same, as well as by supplemental acts passed from time to time, the following code of by-laws is established by the Board of Directors:

ARTICLE I.

DESIGN OF THE SCHOOL.

SECTION 1. The School shall be considered a department of public instruction, and as such its benefits shall be tendered to *all* who would, if possessed of good vision, be entitled to the privileges of education in the free schools of the State; and to such deaf colored children as would be entitled to the privileges of education in the free schools of the State, but for their deficiency in hearing.

ARTICLE II.

THE BOARD OF DIRECTORS.

SECTION 1. Regular meetings of the Board of Directors shall be held on the second Monday in each month, except July and August, at 7 P. M.; and five members of the Board shall constitute a quorum.

SEC. 2. Special meetings may be called by the President, or by two or more members, upon giving notice to each director.

SEC. 3. The officers of the Board shall be a President, Treasurer, Secretary and Auditor, the first of whom shall be biennially chosen by ballot by the Board, at its meeting in June, and shall hold office for two years, or until his successor shall have been elected. In the event of a failure to elect a President at the biennial meeting, he may be elected at any subsequent meeting of the Board.

SEC. 4. The State Treasurer by virtue of law is *ex officio* the Treasurer of the School.

SEC. 5. The Principal by same authority is *ex officio* the Secretary to the Board.

SEC. 6. The Steward shall be *ex officio* the Auditor.

SEC. 7. In the absence of the President or of the Secretary, their places shall be supplied by *pro tempore* appointments.

SEC. 8. The standing committees of the Board shall be an Executive Committee, which

shall be elected by ballot, an Educational Committee, a Committee on Buildings and Grounds, an Industrial Committee and a Special Committee of Inspection. The latter committee shall consist of two members, who shall be appointed by the President at each regular monthly meeting. The standing committees shall consist of three members, who shall be biennially appointed by the President. Meetings of all committees may be called by any two members, or the chairman thereof, or the President of the Board.

SEC. 9. All special committees shall be appointed by the President, unless otherwise ordered by the Board.

SEC. 10. In the transaction of business the Board shall be guided by the rules of Mell's Parliamentary Practice or Cushing's Manual of Parliamentary Law.

SEC. 11. The Order of Business shall be as follows, unless suspended by a majority of the members present:

- (1) Calling the roll and noting absentees.
- (2) Reading minutes of previous meeting.
- (3) Reports of Committees.
- (4) Reports of Officers.
- (5) Election of Officers.
- (6) Unfinished business.
- (7) New business.

ARTICLE III.

THE EXECUTIVE COMMITTEE.

SECTION 1. The Executive Committee shall draw orders on the Treasurer for the payment of salaries and expenses, after they have been audited by the Auditor and approved by the Principal; and examine and settle the accounts of the Steward monthly, and report the same to the Board.

SEC. 2. They shall have a general supervision over the monetary affairs of the School.

SEC. 3. They shall, as soon as practicable after the close of each fiscal year, examine the books of the Auditor and compare them with the books of the Treasurer, cancel the vouchers in the hands of the Treasurer, and report to the Board the amount of receipts and disbursements for the preceding year.

ARTICLE IV.

THE INSPECTION COMMITTEE.

SECTION 1. It shall be the duty of the Committee of Inspection to visit each department of the school once a month, and make a written report to the Board as to their condition and the manner in which they have been conducted.

ARTICLE V.

THE EDUCATIONAL COMMITTEE.

SECTION 1. The Educational Committee shall consist of three members. This committee shall constitute an advisory body to the Principal and teachers on all matters pertaining to the literary work of the School.

SEC. 2. This committee shall, in conjunction with the Principal, select text-books, apparatus and all necessary supplies for the school-rooms; and books, newspapers, magazines, etc., for the library and reading-room, together with any other necessary equipment for the literary and musical departments, and shall adopt a course of study which shall be strictly adhered to. This committee, together with the Committee on Buildings and Grounds, shall endorse or prescribe all rules and regulations for the government of pupils.

SEC. 3. All questions of discipline or of misunderstandings between pupil and teacher, or between teacher and Principal, that cannot be settled satisfactorily by the Principal, shall be referred to this committee for decision, and both sides shall be fairly represented and considered.

ARTICLE VI.

THE ELECTION OF OFFICERS.

SECTION 1. The officers of the School shall be elected by the Board of Directors at the regular meeting in May or June, and as prescribed by law, teachers and other employees one year from the first day of September succeeding their election, unless otherwise ordered. All elections shall be by ballot, when there are more than one candidate for any position.

SEC. 2. It shall require six members of the Board to displace the Principal or a teacher or any other officer during his term of office, except as hereafter provided. Any officer who absents himself from the city and is absent from duty without the consent of the Principal or President or Board during the session of the School shall forfeit one quarter's salary, unless such forfeiture, for satisfactory reasons, is remitted, and shall be liable to be dismissed, at the discretion of the Board.

ARTICLE VII.

COMMITTEE ON BUILDINGS AND GROUNDS.

SECTION 1. They shall have the care, supervision and control of the buildings and grounds of the School and of the internal affairs of the same not committed to the care of the Educa-

tional Committee, and also the oversight of the Steward, Matrons, Housekeepers, carpenters, engineers, and all other employees, the maintenance of proper discipline among the servants, and see that each discharges his respective duty faithfully.

SEC. 2. They shall inspect the buildings and grounds at such times as they may deem necessary, and see that the former are in good repair, and that the latter are properly and neatly kept.

SEC. 3. It shall be their special duty to see that all parts of the buildings are kept neat, clean, tidy and inviting; that the premises are kept in good sanitary condition, and to make and enforce such rules and regulations as shall insure the cleanliness of pupils and of their apartments; and to recommend to the Board any measure which, in their judgment, may conduce to the betterment of the School and the well-being of the pupils.

ARTICLE VIII.

TREASURER.

SECTION 1. He shall pay no money out on account of the School, except upon the warrant of the Executive Committee, signed by at least two members thereof, the correctness of which must be certified to by the Auditor and approved by the Principal, which warrant shall specify the name of the person to whom payment is

made, the amount thereof, and the object for which it is given, or upon the order of the Board, certified by the Secretary.

SEC. 2. He shall keep a strict account, in a book to be kept for that purpose, of all receipts and disbursements for and on account of the School, subject to the inspection and comparison by the Executive Committee, as soon as practicable after the close of each session.

SEC. 3. He shall make, at such times as the Board may in their judgment think proper, a report to the Board of the amount of funds received on account of the School, amount paid out, and on hand.

ARTICLE IX.

THE PRINCIPAL.

SECTION 1. The Principal shall be the executive officer of the Board, and under the advice and direction of the Board shall have general superintendence of the School and School property. He shall visit the school-rooms and other places of business as often as his other duties permit, and shall carefully observe the work of the various teachers, their method of instruction and discipline. He shall pay particular attention to the classification of pupils, the apportionment of the studies prescribed, and the relative labor, duties and efficiency of the various

teachers. He shall see that the course of study laid down is strictly pursued.

SEC. 2. He shall advise and direct teachers in relation to their duties in giving instruction and maintaining proper discipline, and shall see that the rules and regulations of the Board are strictly observed.

SEC. 3. He shall have full authority to temporarily suspend pupils and teachers under his charge for neglect of duty or flagrant and persistent violations of prescribed rules, but shall in each case immediately notify the Educational Committee of his action.

SEC. 4. He shall from time to time inspect the School premises, buildings, books, apparatus and furniture, and advise the Board of their condition, and give suggestions with regard to such changes and improvements as will, in his opinion, conduce to the health, comfort and convenience of the pupils and efficiency of the School.

SEC. 5. He shall appoint substitutes to fill temporary vacancies, and shall report the same to the Educational Committee at the next regular meeting.

SEC. 6. He may grant permission of absence to either pupil or teacher when the reasons appear to him to be satisfactory.

SEC. 7. He shall designate the room to be occupied and the class to be taught by each teacher, and may transfer a class from one room

to another, or a teacher from one class to another, when in his judgment the interests of the pupils require such transfer.

SEC. 8. He shall also organize the teachers of the School into a Normal Class, to meet on Saturday A. M., as often as the Educational Committee shall deem advisable. These meetings shall be conducted by the Principal, under the supervision of the Educational Committee, for the purpose of explaining the various branches taught and discussing the method of teaching the same, and any other questions affecting the interests of the School. The Normal Class shall pursue a professional course of study, to be outlined by the Principal and approved by the Educational Committee. The Principal shall report to the Educational Committee monthly, or oftener if required, as to the success of the Normal Class, together with the attendance of the teachers, and the failure of any to attend and participate in the exercises of the class; and shall recommend to the teachers such courses of reading and study as in his judgment the good of the School may require. He shall keep a record of the attendance and punctuality of the teachers at each meeting, and report all delinquencies, either in attendance or duty, to the Educational Committee. He shall also call such special meetings of the teachers as he may think proper.

SEC. 9. He shall keep himself and the Board constantly informed of the schools of other

States; the best methods of instruction adopted in them, and the general workings of their systems. And for this purpose he may inspect their schools, and effect an exchange of reports between this and other boards.

SEC. 10. He shall exercise discretionary powers in any case that may arise outside of prescribed regulations, and be amenable to the Board for his course.

SEC. 11. Complaints of grievances shall be made to him in writing, and if not redressed, then application may be made to the President or Board.

SEC. 12. He shall implicitly obey all orders and instructions of the Board, and carry out in good faith any system of operations which they may direct.

SEC. 13. He shall frequently inspect the buildings and grounds, and shall enforce neatness, order and regularity in all the departments. He shall see that the Matrons carefully and critically examine each female pupil, with the Physician, on the day of arrival of such pupil, and see that the Physician's directions are carefully and promptly executed. He shall, with the Physician, examine every male pupil carefully and critically upon the day of his arrival, and see that the directions given are carefully and promptly executed. He shall, from time to time, examine the stores of the Steward, the meals of the pupils, see that they are supplied with good and wholesome food, and that

the same is properly prepared, and report any cause of complaint to the Committee on Buildings and Grounds. He shall authorize, by requisition, all purchases, except the ordinary daily table supplies, and examine and approve all bills after their correctness has been certified to by the Steward, before they shall be paid. And in all purchases for the School the most rigid economy consistent with the comfort of the pupils and the prosperity of the School shall be observed.

SEC. 14. He shall give such directions and prescribe such rules for the government of the officers and the conduct and deportment of the pupils as he may deem necessary, through the advice and consent of the Educational Committee or Committee on Buildings and Grounds, subject in all cases to the approval of the Board.

SEC. 15. He shall keep a register of the names, ages, parents or guardians, residence and date of admission of each of the pupils, with a history, as far as practicable, of the cause and duration of his or her infirmity.

SEC. 16. The Principal shall devote his entire time to the discharge of the functions of his office, and shall in no case absent himself from the work of the School more than twenty-four hours without the consent of the President of the Board or two members of the same, and when absent shall appoint one of the teachers to discharge the duties of his office.

SEC. 17. He shall keep in a book provided for the purpose a grade upon the scale of one hundred of each pupil's deportment. He shall also make quarterly reports as to the literary advancement and deportment of each pupil to his or her parent or guardian.

SEC. 18. The Principal shall make such other special reports as the board or Educational Committee may require.

ARTICLE X.

TEACHERS AND INSTRUCTORS.

SECTION 1. The teachers and instructors of the School shall comprise five classes, namely: (1) teachers in the Literary Department; (2) teachers of Music; (3) instructors in Industrial Work; (4) teachers of Physical Culture; and (5) Monitorial Assistants; all of whom shall be elected during pleasure, and shall, in case of inefficiency or misconduct, be liable to be immediately removed, and whose engagement may, in any case, be terminated as per contract.

SEC. 2. The teachers shall instruct the pupils under the direction of the Principal, perform such duties as he, with the approbation of the Educational Committee, may require of them, and shall, in no case, absent themselves from their duties without the consent of the Princi-

pal, or in his absence, of the teacher in charge, or of the President or Educational Committee.

SEC. 3. They shall at all times exercise a proper control and care over their pupils, and shall preserve order in the dormitories and halls adjacent to their respective rooms.

SEC. 4. Their treatment of the pupils shall be uniformly gentle and kind. No teacher or subordinate officer shall inflict corporal punishment, except by permission of the Principal.

SEC. 5. It shall be the duty of the teachers appointed by the Principal to open the school each day with religious exercises.

SEC. 6. They shall report to the Principal all violations of the rules that may come under their observation.

SEC. 7. Unless excused by the Principal, they shall be with the pupils during their study-hour at night, and give them such assistance in their studies as they may require.

SEC. 8. Teachers shall respectively note the literary progress and deportment of their pupils, their absence or irregularity in their classes, and report the same at stated periods to the Principal.

SEC. 9. Those teachers who are boarded by the School, unless otherwise expressed, are boarded only for the time they are actually engaged in teaching. Teachers and officers who board in the School will be required to care for and look after their respective rooms; and no servant will be permitted to perform any ser-

vice for them, except in case of sickness, and then by permission of the Steward.

SEC. 10. They must attend promptly and cheerfully all appointments made by the Principal, and carry out his instructions fully. They shall require the pupils to proceed orderly in going into and coming out of the school-rooms.

SEC. 11. Teachers shall instruct their pupils under the direction of the Principal and the Educational Committee, and perform such other duties as they may prescribe. They shall be prompt in their attendance to all duties required of them, and in no case absent themselves from their duties without consent of the Principal. In case of sickness or other unavoidable detention, they must notify the Principal as early as possible before the opening of the School, that he may employ a substitute.

SEC. 12. Substitute teachers, officers or employees, save the substitute for the Principal, shall be paid three-fourths of the salary of the regular teacher for the number of days employed, and that amount deducted from the regular teacher's salary.

SEC. 13. Teachers shall devote their entire time to the work of the School. They shall prepare themselves each day so as to be able to present the subjects taught by them in the clearest and simplest manner possible. They shall attend regularly and punctually the exercises of the Normal Class, and shall prepare

themselves properly upon the subjects assigned the class for study.

SEC. 14. They shall seek to learn the character, disposition and capacity of their pupils, and shall endeavor to inculcate in them habits of neatness, promptness, cheerfulness, and to elevate them to a high moral standard.

SEC. 15. Uprightness and a love for truth and honesty shall be taught in the School, both by precept and example; but no sectarian creed or partisan doctrine, whether religious or political, shall be inculcated.

SEC. 16. They shall scrupulously abstain from criticising each other's work to any one except the Principal, and to him only when their own work is hindered by the negligence or inefficiency of the other.

SEC. 17. Any infraction of these rules shall be reported to the Board.

ARTICLE XI.

THE AUDITOR.

SECTION 1. The Steward shall audit all accounts contracted for the School.

SEC. 2. It shall be his duty to audit, in suitable books, which shall be kept for the purpose, all accounts against the School, of whatsoever nature, and the Treasurer shall pay no bill or draft unless it has been audited as above set forth and approved by the Principal, except under a special resolution of the Board.

SEC. 3. He shall endorse upon each bill or draft approved by him the number and date thereof, and shall write "Audited" thereupon, with his name subscribed thereto, and shall report monthly to the Board the state of the expenditures of the School, according to his books, and shall keep a duplicate of all bills audited and paid, having the signatures of the officers and committee and the party receiving the same.

ARTICLE XII.

THE MATRONS.

SECTION 1. The Matrons shall have exclusive charge of the pupils out of school hours.

SEC. 2. The girls' Matrons shall carefully and critically examine each female pupil, with the Physician, on the day of arrival of each pupil, and see that any directions given by the Physician are carefully and promptly executed.

SEC. 3. They shall see that the female pupils are judiciously secluded from the society of the male pupils; that they are industriously employed during the hours appropriated to labor; that they make, so far as practicable, the garments for the pupils clothed by the School, giving them such instruction and assistance as may be necessary.

SEC. 4. They shall see that the pupils take sufficient amount of exercise, going into the open air and walking before and after breakfast, at recess, after dinner, and after the work hours

are over, and shall pay particular attention to the cleanliness of their persons and clothing.

SEC. 5. They shall see that the sleeping and sitting-rooms of the girls and boys are kept in proper order and scrupulously clean and neat, visiting the same at least once per day, and oftener, of necessary.

SEC. 6. They shall enter in books the articles of clothing belonging to each pupil, mark upon the same the name of the pupil to whom it belongs with indelible ink, and see that the same are carefully preserved. They shall make a requisition on the Steward, in writing, to be approved by the Principal, for all articles of clothing needed by the pupils, and shall take charge of and carefully preserve all materials and clothing, etc., that may be placed in their care.

SEC. 7. They shall, every Monday morning, record in their books lists of the articles sent to the laundry from their respective departments, and on their return shall compare them with the lists and report to the Principal, in writing, the missing articles, if any.

SEC. 8. The Matrons shall have such control over the servants in their respective departments as the Principal, with the advice and consent of the Committee on Buildings and Grounds, may deem necessary.

SEC. 9. At the ringing of the bell for meals, they shall see that all the pupils proceed punctually and orderly to the dining-room, and shall be present with them and have special care of their

department during their meals, and *give them instructions in polite table manners.*

SEC. 10. During the hours of work and study they shall not permit any person, except the pupils, to be in the rooms, without permission of the Principal.

SEC. 11. They shall see that the pupils retire at the ringing of the retiring bell, and the fires and lights in their apartments are extinguished for the night.

SEC. 12. No oil or gasoline stoves or lamps shall be used in the buildings.

SEC. 13. They shall report to the Principal every violation of the rules that may come under their observation, giving the name of the person violating the rule and the time and place when it was done, with particulars.

SEC. 14. They shall carefully abstain from all interference with the department of the Housekeeper.

SEC. 15. The Principal, with the advice and consent of the Committee on Buildings and Grounds, shall assign such other duties to the Matrons as he may deem necessary for the efficient management of their departments, and shall prescribe the manner in which their duties are to be performed; and any instruction they may need in regard to their duties must, in all cases, be sought from him.

SEC. 16. They shall keep an inventory of beds, mattresses, sheets, blankets, counterpanes, comforts, pillow-cases, towels, furniture, and all

other articles belonging to their departments; mark the same in the name of the School, in a plain hand, with indelible ink, and provide for their preservation.

SEC. 17. The large girls' Matron shall have exclusive control of all rooms in the south wing and central part of the main building, except those occupied by officers and teachers, and of the servants who labor in those parts of the building; and shall see to it that all rooms and halls are kept scrupulously clean. The small girls' Matron shall perform like duties in the north wing and L of the building.

SEC. 18. They shall visit the bed-rooms and halls daily and see that they are scrupulously clean, neat and tidy, and are properly attended to in every respect. Whenever the pupils leave the premises for the purpose of attending church, places of amusement, or take walks for exercise, the girls shall be under their special charge, and they shall see that they are neatly and properly dressed before leaving the premises.

SEC. 19. Both girls' Matrons shall never leave the premises at the same time, except to accompany the girls to church, or upon some outing, and then one of the Supervisors shall be detailed to look after the girls remaining in the School, if any.

SEC. 20. They shall cut, fit and superintend the making of the clothing for all the pupils, as far as practicable.

SEC. 21. Any infraction of these rules shall be reported to the Board.

ARTICLE XIII.

SUPERVISORS.

SECTION 1. The Supervisors shall act as assistants to the Matrons in their respective departments. They shall at all times be subject to instructions given by the Matrons, subject to the approval of the Principal and the Committee on Buildings and Grounds.

SEC. 2. The Supervisors shall act as attendants to the smaller pupils at all times when the pupils are out of school, exercising the most painstaking care possible of their bodily, mental and moral needs, giving them lessons in neatness and proper decorum, and giving special attention to their health and comfort, entering into their plays and games as much as practicable.

SEC. 3. It shall be the duty of the Supervisors to accompany the small pupils upon their walks for exercise, and attend them to church and Sunday-school each Sunday, returning with them to the School at the proper time.

SEC. 4. It shall be the duty of the Supervisors to take their meals at the same time and at the same tables with the small pupils, thus giving them instruction in table manners, how to use their knives and forks, and in fine teach

them how to demean themselves during meal times.

SEC. 5. The Supervisors will be expected to sleep in the same rooms with the small pupils, or in rooms very convenient to them, so as to give attention to them at night, when necessary.

SEC. 6. The Supervisors will attend in person to the bathing of the small pupils and see that each one is in proper condition after the bath.

SEC. 7. They shall superintend in person the lavatory duties of the small children daily, and see that they are in suitable condition to be sent to their respective school-rooms at the proper time; and that no child is out of school, unless excused by the Physician. Whenever a case arises when the Supervisor cannot attain satisfactory results, the attention of the Matron in that department shall be called to it; and if the Matron cannot make satisfactory arrangements, the attention of the Principal shall be called to it. In no case shall corporal punishment be administered, except with the consent of the Principal.

ARTICLE XIV.

THE HOUSEKEEPER.

SECTION 1. The Housekeeper shall have charge of such of the domestic concerns of the School, and perform such duties in such manner as may be prescribed by the Principal, with the

consent of the Committee on Buildings and Grounds. It will be her duty to give out to the servants all provisions that are to be prepared for meals; in no case permit a servant to go to the store-room alone, or at any time allow them to have the keys.

SEC. 2. After every meal she shall give attention to the preservation of all pantry supplies, by seeing that the same are locked up.

SEC. 3. She shall personally superintend the preparation of the food, and guard against waste. She shall see that the meals are ready at the hours appointed, and always be present in the dining-room during meal time, and shall observe closely the conduct of the pupils at the table, and give them proper instructions in polite table manners. She shall never permit the keys belonging to her department to pass out of her hands, except in cases of absolute necessity, and then only to responsible parties.

SEC. 4. She shall enter in a book, kept for that purpose, a list of towels, kitchen furniture, table linen and all other property belonging to her department, and see that they are properly and indelibly marked in the name of the School, as far as practicable, and carefully preserved.

SEC. 5. She shall have such control over the kitchen, dining-room, laundry and servants in these departments as the Principal, with advice and consent of the Committee on Buildings and Grounds, may deem necessary for the proper performance of her duties, and shall carefully

abstain from interference with the duties of the Matrons.

SEC. 6. She shall not send any food out of the dining-room, except in cases of protracted sickness, and after the time designated for eating no meals shall be served, nor shall any officer, teacher or pupil be permitted in the dining-room, except at meal times. Her duties shall be confined exclusively to the dining-rooms, kitchen, store-rooms and laundry.

SEC. 7. Any infraction of these rules shall be reported to the Board.

ARTICLE XV.

THE STEWARD.

SECTION 1. The Steward shall purchase all necessary articles for the School, but nothing shall be bought by him without a requisition countersigned by the Principal, except the ordinary daily table supplies, and shall see that the same are properly taken care of and economically used.

SEC. 2. He shall make no purchases and incur no expense for the School without the consent of the Principal, or, in his absence, of the Executive Committee, except the ordinary daily table supplies.

SEC. 3. He shall keep plain, clear and exact accounts of all receipts and expenditures, and present the same, with the vouchers therefor, to the Principal for his examination.

SEC. 4. He shall see that the buildings are properly warmed and ventilated; that the grounds, the garden included, and the buildings, are kept in order, and that the live stock is properly fed and taken care of.

SEC. 5. He shall observe strictly the conduct of the servants, and see that, in all respects, they do their duty, and that no servant or employee be permitted to carry from or bring upon the grounds of the School any bucket, basket or other receptacle for the transportation of food or any other property. He will see that no pilfering or purloining is permitted; and he shall assist the Principal in preserving order and enforcing the rules and regulations of the School.

SEC. 6. He shall be governed in the discharge of the duties of his office by the rules and regulations made by the Principal, with the advice and consent of the Committee on Buildings and Grounds.

SEC. 7. He shall superintend and direct the employees; and in preserving order and enforcing all rules and regulations shall act in accordance with the direction and advice of the Principal and Committee on Buildings and Grounds.

SEC. 8. He shall, under the direction of the Principal, hire, assign the duties and direct all persons, not officers, whom it may be requisite to employ; and shall retain no laborer on the premises contrary to the direction of the Principal.

SEC. 9. He shall, under the direction of the Principal and Industrial Committee, have the general superintendence and control of the mechanical departments, and see that the same are kept in a neat, clean and workman-like manner, and purchase all necessary materials, tools, etc. He shall keep correct accounts of the receipts and expenditures in each, collect and pay over to the Treasurer the moneys due for work done, and report monthly, in writing, to the Board the operations of the several mechanical departments, as well as all other matters and things intrusted herein to his supervision. His books, accounts and reports shall, at all times, be open to the inspection of the Treasurer and the members of the Board of Directors. And he shall at the end of each quarter present to the Board a written statement that his books have been checked up with the Treasurer's books and found correct.

SEC. 10. He shall pay special attention to the manner in which the Watchmen perform their duties, and report all irregularities to the Principal.

SEC. 11. He shall, at the commencement of every session, obtain from the Housekeepers and Matrons, as well as from the carpenter and the Foremen of the Industrial Departments, a true and correct list of all the portable property in their charge, and keep a faithful record of the same, together with any additional property coming into the hands of each or either during

the session. And at the end of the session he shall see that it is all in place. If any losses occur, he shall give the particulars, and state who is responsible for the same. This report shall be made at the end of each session to the Committee on Buildings and Grounds.

SEC. 12. The Steward shall assist the Principal in making his reports to any of the standing committees, or with any book-keeping, or do any other work to which the Principal may assign him.

SEC. 13. Before entering upon the discharge of his duties, he shall file with the Executive Committee a justified bond in the sum of \$3,000.

ARTICLE XVI.

THE MECHANICAL DEPARTMENTS.

SECTION 1. The Foremen of the Mechanical Departments, including the Matrons, and teachers of sewing, fancy work, and sloyd, shall, during the hours allotted to work, pay particular attention to the instruction of the pupils under their charge, make a monthly report, in writing, to the Board of Directors of the progress of each pupil under instruction, and be subject to the same rules and regulations as teachers, so far as applicable to their several departments.

SEC. 2. Each Foreman shall agree with the Principal or Steward on a schedule of prices to be charged in his or her department, and the same shall be invariably charged.

SEC. 3. Each Foreman shall report to the Steward, in writing, at the end of each month, an exact statement of all the work done, and the parties for whom it was done, and the prices charged.

SEC. 4. The Foremen of the Mechanical Departments shall not permit any article manufactured for sale to be taken out of their respective departments, unless the cash is paid for the same, or upon an order from the Principal or Steward. The pupils must be impressed with the truth that work is honorable, and that it is their duty to work at least two hours per day and three hours on Saturdays for the School. The deaf and dumb who are not in the mechanical departments shall, unless specially excused, work on the yards and gardens, or wherever they may be assigned by the Foreman, the same length of time as is required of those in the mechanical departments, and during the time will be under the immediate charge of the Supervisor.

SEC. 5. They shall keep their shops, tools and materials in a neat and workman-like manner.

ARTICLE XVII.

THE PHYSICIAN.

SECTION 1. The Physicians shall visit the respective departments of the School at least once per week, and oftener if required. They shall

have the general charge of the health of the pupils, and of the sanitary and hygienic affairs of the School; and shall be responsible for the professional treatment of those who require such treatment.

SEC. 2. They shall carefully examine every pupil on the day of admission (the male pupils in the presence of the Principal, and the female pupils in the presence of the Matrons), so as to ascertain accurately the general state of his or her health.

SEC. 3. They shall visit sick pupils whenever they require their services, and they shall, at least once in every month, go into every room and department of the School and see every pupil.

SEC. 4. It shall be their duty to see whether any cause for sickness is in operation, particularly the following, to-wit, contagion or infection, or any diseases arising from want of cleanliness, whether in the person of the pupils, in their clothing, bedding or environments; insufficient food or water, want of warmth, whether from the temperature of the building or from insufficient clothes or bedding; want of ventilation, dampness, malaria, imperfect drainage, insufficient exercise in the open air, or from any other cause.

SEC. 5. Whenever they discover any cause of sickness, they shall give immediate information thereof to the Principal, and if the evil be not immediately remedied, they shall communicate

the fact, in writing, to the President of the Board.

SEC. 6. They shall keep a *Physician's Minute Book*, which shall be open to the inspection of the Board. They shall enter in the same the nature of every case of illness, giving the name of the pupil, the nature of the disease or ailment, the date of its commencement, and whether the pupil was treated in the hospital or otherwise, the result of the same, and the number of days the pupil was under treatment; also every death and the cause thereof.

SEC. 7. If prevented from attending to their duties through illness or other unavoidable cause, they shall submit to the President and Principal, for their approval, the name of another medical practitioner, who shall perform their duties during their absence.

SEC. 8. They shall report to the Principal from time to time, as may be required, upon all matters pertaining to their duties; and shall make a written report to the Board monthly, or oftener, if required, upon the health of the pupils and the sanitary condition of the School, making such recommendations as they may deem necessary for the preservation of the health of the pupils and the improvement of the service; and they shall make such statistical returns as may be required by the Board.

DUTIES OF THE OPHTHALMOLOGISTS.

SEC. 9. They shall, at such time as may best suit their convenience within the first month of the session, examine the eyes of all pupils admitted to the School, and make a note of such cases as warrant a reasonable hope, from surgical operation, of benefit to sight, relief from pain, or improvement of personal appearance. They shall furnish a plain, candid statement of each of said cases to the Principal for transmission to the parent or guardian. Upon the written request of said parent or guardian, they shall give the pupil such treatment as in their judgment may be best.

SEC. 10. They shall keep a *Surgeon's Minute Book*, which shall be open to the inspection of the Board, and they shall enter in the same the nature of every case treated, giving the name of the pupil, the nature of the ailment or disease, the date of its commencement, as far as practicable, and whether the pupil was treated in the hospital or otherwise, the number of days of such treatment, and the result of the same.

SEC. 11. They shall make such statistical reports as the Board may require.

SEC. 12. In all cases of acute eye-disease coming on after admission, they shall act as consultant to the Physician to the School, and upon request of said Physician, conduct the treatment of such cases.

ARTICLE XVIII.

THE WATCHMAN.

SECTION 1. It shall be the duty of the Watchman to keep up the strictest vigilance during the night, and under no circumstances shall he sleep or hold conversation with any person, except upon matters pertaining to the proper discharge of the duties of his office.

SEC. 2. He shall commence his rounds at such hours as may be prescribed by the Principal, and at 9 o'clock P. M. he shall ring the bell for the pupils to retire. At 5:30 o'clock A. M. he shall ring the rising bell, and shall strike the bell at all other hours from the time he goes on duty until 6 o'clock A. M.

SEC. 3. After ringing the retiring bell, he shall pass through all parts of the buildings, except the portion occupied by the females, where there may have been fire or lights, and see that all is safe, and the windows and doors are secured; and shall, on no account, entrust the performance of this duty to another person, unless he previously in such case obtain the consent of the Principal. He shall see that the lights are extinguished in the rooms throughout the building at 9 o'clock at night, except in the rooms occupied by the officers of the School.

SEC. 4. It shall be his duty to pass round the buildings at least every hour in the night, and strictly observe such special directions for the

night as may be given him by the Principal or Steward.

SEC. 5. He shall notice all disturbances or unusual noise in the rooms occupied by the pupils, and shall immediately inform the Principal or Steward of the same.

SEC. 6. He shall report to the Principal all violations of the rules of the School which may come under his notice.

ARTICLE XIX.

COLORED DEPARTMENT.

SECTION 1. The Supervisor of the Colored Department shall perform the duties of Principal and Steward of that department except those of buying. He will be subject to the direction of the Principal. He will make requisition on the Principal for all articles needed for his department, and will not make purchases of any articles, *except such as the Principal may direct*, and shall in all such cases present the bills to the Steward.

SEC. 2. The deaf girls' Matron of the Colored Department will perform the same duties in that department as are performed by the Housekeeper and Matrons of the White Department, and be subject to the same rules and regulations which govern them in every particular; and shall make requisition on the Principal for all articles needed in her department, the same to be approved by the Supervisor and countersigned by

the Principal, except all ordinary daily table supplies.

SEC. 3. The teachers in the Colored Department will perform similar duties to those of the teachers in the White Department, and will be subject to the same rules and regulations in every respect.

ARTICLE XX.

SCHOOL SESSION.

SECTION 1. There shall be one annual session of the School, commencing and closing at the discretion of the Board.

SEC. 2. No pupil, teacher or other employee shall be allowed to spend the vacation at the School, except by permission of the Board first obtained; and if any pupil shall not be removed by his or her friends at the proper time, the Principal shall cause such pupil to be conveyed to his or her home, and charge the expenses to his or her friends or to the county in which he or she may have residence.

ARTICLE XXI.

ADMISSION AND DISCHARGE OF PUPILS.

SECTION 1. *All* blind persons residing in the State, and all deaf colored persons, who are not under seven or above twenty-one years of age, and who are not incapacitated by physical, mental or moral infirmity for useful instruction,

shall be considered eligible for admission as pupils of the School; but no one whose age does not come within the limits prescribed shall be received, except in peculiar cases, and by special action of the Board.

SEC. 2. The Principal shall prepare a circular setting forth the objects of the School, the regulations pertaining to the admission of pupils, and such other information as may be of interest to applicants, together with definite instructions as to the manner of procedure in making application; a copy of which circular shall be forwarded to the friends of any person applying for admission, or any other person interested. And no one shall be admitted into the School as a pupil until said requirements shall have been complied with.

SEC. 3. All the regular pupils shall be required to be in attendance at the School at the commencement of each session, and to remain until its close, unless prevented by sickness or other exigency; and in case of the failure of any pupil to comply with this requirement without a sufficient reason, the right of such delinquent pupil to the privileges of the School shall be forfeited at the discretion of the Board.

SEC. 4. There shall be no limit fixed as to time during which pupils may remain in the School; but it shall be left for the Board to determine in each case as to the proper time for discharge.

SEC. 5. Pupils may be suspended by the Principal for misconduct, when they shall be adjudged by him to be incorrigible, or when, in his judgment, the good of the School demands it; but his action in all such cases must be reported to the Board before final action is taken.

SEC. 6. Pupils who complete their course of instruction with credit to themselves may be furnished with diplomas by the Board, signed by the Principal and countersigned by the President of the Board.

ARTICLE XXII.

GUESTS.

SECTION 1. No person shall be at liberty to invite any one to accept the hospitality of the School at any time, without the permission of the Principal first obtained.

ARTICLE XXIII.

EMPLOYEES.

SECTION 1. Officers and employees are held responsible for their work, and for damages to any property of the School resulting from their neglect. They shall not leave the School during business hours without a permit from the Principal, and shall not receive visitors elsewhere than in the reception room.

SEC. 2. No officer nor teacher shall criticise the work of another to any one except the Principal, and then only when his own success is impaired or hindered by the negligence or inefficiency of the other.

SEC. 3. The male employees are positively prohibited from occupying the time of the female employees during working hours.

SEC. 4. No pupil or employee is permitted to take anything from the dining-room or kitchen to their rooms; and the Housekeeper shall not send meals out of the dining-room, except in case of protracted sickness. After the time designated for eating, no meals shall be served.

SEC. 5. No employee, teacher or pupil shall be permitted to use the horses and carriages without an order from the Principal or Steward.

SEC. 6. Employees of the School going out of the building in the evening and remaining out later than 10 o'clock, or entertaining company at the School building after that hour, without first obtaining permission from the Principal, shall be reported by the Principal to the Board; and a violation of this rule shall be sufficient cause for removal of such employee.

ARTICLE XXIV.

AMENDMENTS.

SECTION 1. These By-Laws may be amended at any regular meeting of the Board by a vote of a majority of all the members, upon notice having been given at a previous regular meeting of the intention to offer the same. Any By-Law, however, may be suspended at any regular meeting by unanimous consent of all the members present.

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